

**VICENZA CPAC**

***LOCAL NATIONAL (LN) EMPLOYEES IN  
ITALY  
INCENTIVE AWARDS***

**HANDBOOK**

***(UPDATED JANUARY 2007)***

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## **INTRODUCTION**

This guide has been prepared for use by the United States Army Southern European Task Force (Airborne) organizations and its tenant units staff to provide basic regulatory and procedural guidance to all supervisors and managers on the Civilian Incentive Awards Program for Local National (LN) employees in Italy.

The Tri-services (Army, Navy and Air Force) and exchanges conduct their incentive award programs for Local National employees essentially in accordance with the principles, criteria and procedures that the respective regulations provide for US citizens. However, Local National personnel are not eligible for those honorary awards, which by US law are reserved to US citizens, nor for awards such as Quality Step Increases and Time-Off Awards, which infringe upon benefits controlled by the LN Conditions of Employment (COE).

This guide summarizes the most frequently used honorary and monetary awards for which a supervisor may nominate deserving employees within the organization and explains the nomination procedures. The exclusion of one type of award does not preclude a supervisor from recommending an employee for other applicable awards. Regulations pertaining to the Awards Program in general can be found in AR 672-20 and USAREUR Supplement 1 to AR 672-20.

## **HOW INCENTIVE AWARDS CAN HELP SUPERVISORS**

As a supervisor, you need to develop a cost-conscious workforce that is dedicated to high standards of performance and continuing improvement in carrying out the organization's goals and objectives. The Incentive Awards Program is designed to help you achieve this by:

- Encouraging suggestion of ideas that contribute to an economical, efficient and effective organization;
- Recognizing and rewarding employees for suggestions, inventions and superior performance;
- Encouraging other employees to produce higher level performance through public recognition; or
- Using routine management and performance review processes as the basis for Incentive Awards.

This document is intended to provide assistance in preparing incentive award nominations. If additional information and assistance is required, please contact the CPAC LN Awards Program Administrator at 634-7537.

## INCENTIVE AWARDS GENERAL OVERVIEW

Policy on civilian awards is located in AR 672-20 and in USAREUR Supplement 1. Detailed information on the nomination and approval process is contained in DA Pamphlet 672-20. The general award categories are monetary awards, and honorary awards. Only the most commonly presented honorary awards are discussed below.

### ELIGIBILITY

All Local National employees paid from appropriated and non-appropriated funds are eligible for awards. Specific information on eligibility is provided in the discussion of each award.

### COMPARISON CHART - CIVILIAN AND MILITARY AWARDS

Civilian awards are a part of the Total Army Awards Program which recommends combined military/civilian awards ceremonies whenever possible. In keeping with this goal, a comparison follows of the top honorary civilian and military awards and the approval authorities for each.

Civilian Award	Approval Award	Military Award	Approval Level
Decoration for Exceptional Civilian Service	Secretary of the Army	Distinguished Service Medal	DA Chief of Staff
Meritorious Civilian Service Award	MACOM Commanders	Legion of Merit	Commanders LTG & above
Superior Civilian Service Award	Commanders MG & above & civilian equivalent	Meritorious Service Medal	Commanders MG & above
Commander's Award for Civilian Service	Commanders COL & above & civilian equivalent	Army Commendation Medal	Commander COL & above
Achievement Medal for Civilian Service	Commanders LTC & above & civilian Equivalent	Army Achievement Medal	Commanders LTC & above
Certificate of Achievement	Local Commanders (may be delegated to Directors)	Certificate of Achievement	Local Commanders

## THE NOMINATION AND APPROVAL PROCESS

Except for Length of Service, the awards process has several distinct stages:

- Nomination preparation
- Documentation review
- Recommendation/Approval
- Preparation of certificate
- Presentation ceremonies

**NOMINATION PREPARATION.** Supervisors usually nominate employees for awards. In some cases, such as those recognized by Special Act Awards, individuals and organizations outside of the supervisory chain may nominate employees for awards in coordination with the employee's supervisor. Nominations are to be submitted within the period of time specified for the award. The supervisor first considers what kind of accomplishment is to be recognized and then selects an appropriate means of recognition. Regardless of the type of award a supervisor contemplates giving, employees should never be told that they are under consideration for or have been nominated for any award. This may create serious morale problems if the award is subsequently not approved.

The servicing Civilian Personnel Advisory Center (CPAC) informs and advises on the various awards, the eligibility requirements, and whether or not the employee is eligible. Once the appropriate award is determined, the supervisor prepares the nomination package. With the introduction of the Modern System, a nomination package includes the Request for Personnel Action (RPA), required written justification for the specific award, a proposed citation and, in the case of a high level honorary award for an LN employee, a biographical sketch. If the award can be approved locally, the supervisor obtains the required approval signature on the RPA, obtains the fund citation (if a monetary award), and submits the request through the AUTO Nature of Action (AUTONOA) Process. If higher level approval is needed the nomination must be endorsed through the organization's chain of command to a level authorized to approve the award. See Appendix D, Interim Job Aid for Managers, which gives details on how to prepare an RPA for awards.

**NB. This procedure no longer requires the completion of DA Form 1256, however managers may continue to complete DA Form 1256 for their records if they so desire.**

- Performance Award: Nominations for LN performance Award will be submitted using an RPA and supporting justification in a narrative format, following the criteria outlined below:
  - Local National Performance Award Nominations should be submitted for Fiscal Year 2007 in accordance with the following timeframes:
    - a. Grades UC-09 through U-06, nominations due 1 Mar 2006 (rating period 1 Feb through 31 Jan)
    - b. Grades UC-05 through U-03, nominations due 1 May 2006 (rating period 1 Apr through 31 Mar)
    - c. Grades U-02 through U-QX, nominations due 1 Aug 2006 (rating period 1 Jul through 30 Jun)

Performance Awards normally cover a period of one year but must not be less than a minimum period of six months.

**AWARD REVIEW AND APPROVAL.** The CPAC will conduct a technical review to ensure the award nomination is appropriate, is regulatory complete and correct. Certification that there are no adverse actions against the nominee will be provided. The CPAC is also responsible for obtaining any required embassy concurrence and other approvals.

- Nominating officials are responsible for obtaining approval signatures and fund citations for awards that can be approved locally. If the nomination is for an award which requires MACOM or higher level review, the CPAC will forward the nomination through required channels for further review, coordination, and final decision.
- Once the award is approved, the ATUONOA will process the action and update DCPDS. The CPAC will print a copy for payroll transmittal and file a copy of the action in the employee's OPF.

**PREPARATION OF CERTIFICATES.** Certificates for HQDA level awards will be prepared at that level. Certificates requiring the signature of the CG USAREUR will be prepared by Executive Secretary, USAREUR Incentive Awards Review Board (IARB). All others will be prepared by the employing organization. The CPAC will no longer maintain stocks of blank certificates, medal sets and lapel pins. Each organization will be responsible for procuring and ensuring adequate stocks of certificates, pins, and medals are maintained for their organizational needs. Unit supply officers may order medals and pins through the General Services Administration (GSA), Federal Supply Services or through the Defense Personnel Center (Directorate of Clothing and Textiles), ATTN: DPSC-FOOA, 2800 South 20th Street, Philadelphia, PA 19145. Accompanying certificates may be obtained through the Army in Europe Publication Center by establishing an account with that organization. Commands and activities may obtain all the required certificates except those for the Meritorious Civilian Service Award (DA Form 7015), Outstanding Civilian Service Award (DA Form 7017), and Certificate of Appreciation for Patriotic Civilian Service (DA Form 7012) as well as the Length of Service certificates for 30 years and above. Since these certificates may only be issued to major commands (MACOMs), USAREUR organizations may request these from the Incentive Awards Administrator for USAREUR G1 Civilian Personnel Directorate. Non-USAREUR organizations will request these limited distribution certificates from their MACOMs.

On a regular basis, the CPAC will provide rosters of employees who should receive Length of Service certificates to serviced organizations, so that certificates can be prepared and presented in a timely manner and will be presented at an appropriate Command Ceremony.

**PRESENTATION CEREMONIES.** Army policy is that joint civilian and military ceremonies should be held whenever possible. At least two ceremonies per year for civilians are recommended. Funding for ceremonies is the responsibility of the commands employing the awardees.

**CASH AWARDS.** There are three (3) kinds of cash awards: Performance Award, Special Act or Service Award, and On-the Spot Cash Award. Cash award approval levels are:

<u>AWARD AMOUNT</u>	<u>APPROVAL LEVEL</u>
Up to \$4,999	BSB Commanders Commanders of separate commands and assigned units
\$5,000 to \$10,000	ASG Commanders Commanders of 21st TAACOM and V Corps Heads of staff offices, HQ USAREUR USAREUR Chief of Staff Deputy Commanding General, USAREUR Commanding General, USAREUR.
Over \$10,000	HQDA

See Appendix A for Local National Performance Award Amounts

## **PERFORMANCE AWARD**

This award is given to recognize high level performance for a period of one year but not less than six months.

Eligibility: Local National employees in Italy.

Note: Eligibility and criteria for Performance Award LN employees in other host countries will be administered IAW host nation agreements.

Period Covered: At least 6 consecutive months not recognized with previous performance award.

Award Amount: No more than 3% of the employee's combined annual base pay, cost-of-living allowance (Contingenza) and Third Element for the grade level held.

**Note:** The award amount will be annotated in dollars on the gatekeeper checklist using the published FY conversion rate.

Approval Level: Normally one level above the nominating official.

Documentation Required: Completed RPA, Gatekeeper Checklist and detailed narrative justification of the employee's accomplishments and contributions which were so outstanding as to warrant a cash award, and a proposed citation of 70-90 words containing the employees name, organization, period being cited, and the employee's accomplishments. (Appendix C)

Submission Date: Submit to CPAC within nomination period for appropriate grade.

Certificate: DA Form 2443, Certificate of Commendation. Copy of RPA is also placed into the employee's Official Personnel Folder.

Note: Elected employee representatives cannot be nominated for this award for functions performed as part of their elected office.

### **SPECIAL ACT OR SERVICE AWARD**

A cash award given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities, which results in tangible or intangible benefits.

Eligibility: All LN employees in Italy.

Period Covered: No specific length specified, but it is appropriate to recognize short term accomplishments in a regularly assigned position, on a detail, at the end of a special project, or when performance or honorary awards are not appropriate.

Award Amount: From \$25 to \$25,000 depending upon the tangible/intangible benefits of the achievement. Actual amounts are determined by using the cash award criteria contained in Chapter 7 of AR 672-20. Intangible benefits range from €54,00 to €1,500,00.

Documentation Required: Completed RPA, Gatekeeper Checklist and narrative description of the achievement which includes the dates during which it was accomplished (Appendix B), the value and extent of tangible and/or intangible benefits derived, and the dollar amount and Euro equivalent of the recommended award.

**Note:** The award amount will be annotated in dollars on the Gatekeeper Checklist using the published FY conversion rate.

Approval Level: Normally one level above the nominating official.

Submission Date: To CPAC within 30 days following the achievement to be recognized.

Certificate: A DA Form 2442, Certificate of Achievement may be used. A copy of the RPA is placed into the LN employee's Official Personnel Folder.

Note: This award is not to be used as a substitute for other personnel actions, pay entitlements or other forms of recognition.

### **ON-THE-SPOT (OTS) AWARD**

The OTS award is a small Special Act or Service award that may be given by a supervisor to recognize day-to-day accomplishments of subordinate employees.

Eligibility: All LN employees in Italy.



Period Covered: No specific length specified, but it is appropriate to recognize short term accomplishments in a regularly assigned position, on a detail, at the end of a special project, or when performance or honorary awards are not appropriate.

Award Amount: From \$50 to \$500 (Euro equivalent) depending upon the achievement.

Documentation Required: Completed RPA, Gatekeeper Checklist and short description of the achievement and the dates during which it was accomplished, and the dollar amount and Euro equivalent of the award.

**Note:** The award amount will be annotated in dollars on the Gatekeeper Checklist using the published FY conversion rate.

Approval Level: One level above the nominating official.

Submission date: To CPAC within 30 days following the achievement to be recognized.

Certificate: A DA Form 2442 Certificate of Achievement may be used. A copy of the RPA is placed into the LN employee's Official Personnel Folder.

Note: This award is not to be used as a substitute for other personnel actions, pay entitlements or other forms of recognition.

## **LENGTH OF SERVICE**

Beginning with 5 years of creditable service, LN employees are entitled to receive length of service certificates. Certificates and lapel pins in 5-year increments are available for 10 through 50 years of service. The servicing CPAC will periodically provide organizations with rosters of employees due to receive length of service recognition. The employing organization is responsible for requisitioning certificates and pins IAW USAREUR Memorandum dated 28 April 2004, Subject: Purchase of Medals and Pins and Procurement of Certificates for Honorary Civilian and Public Service Awards as well as preparing and presenting the certificates.

## **RETIREMENT AWARDS**

At time of retirement, LN employee will be presented with a DA Form 4250, DA Certificate of Retirement, and a DA retirement pin. The certificate(s) are presented in a green vinyl folder bearing the Department of the Army Seal printed in gold on the front of the folder. It is the responsibility of the organization to ensure that a retirement certificate is prepared and forwarded to the Commanding General for signature. A sample of the standard citation is at Appendix D. The certificate will be presented at an appropriate ceremony, usually held by the SETAF Command.

## HONORARY AWARDS

There are numerous honorary awards for civilian employees. Only those most commonly given to civilians are discussed above. Supervisors are normally the nominating officials for honorary awards. Approval authority for each award is listed above.

Embassy coordination must be accomplished and approval obtained before a LN employee may receive an award for which a medal is included as one of the recognition instruments. The CPAC will initiate request for Embassy concurrence processing. Additional information follows on the various High Level Honorary awards in Chapter 8 & 9, AR 672-20.

**NOTE: Honorary Awards will not be presented until the approved award nomination and supporting documents have been reviewed by the CPAC.**

## EMBASSY CONCURRENCE REQUIREMENTS

All high level honorary awards to foreign nationals (employees and non-employees) require coordination with the closest U.S. Embassy and host nation foreign office before presentation. High level honorary awards are any of the awards with medals. The CPAC in Italy coordinates awards directly with the US Embassy in Rome. Although this process is fairly short, it should be initiated well in advance of the desired presentation date. In addition to normal award documentation, a biographical page must be provided with these packets. Information required on the biographical page is reflected below.

NAME: (If female and married it helps to also give the maiden name e.g. Rossi, Maria (nee Verdi)
DATE OF BIRTH:
PLACE OF BIRTH: For LNs born in countries that have been renamed, provide both old and new name For LNs born elsewhere but having lived a long time in Italy, please indicate whether or not they have obtained Italian citizenship and if so, when and where For LNs with other than Italian citizenship, provide a copy of the photo page of their visa/passport
CURRENT HOME ADDRESS: Give City, Zip Code, Street & House Number
MARITAL STATUS:
EDUCATION and EMPLOYMENT (in chronological order): 1930 - 1934 Elementary School (Name & Place) 1934 - 1939 High School (Name and Place) 1939 - 1940 Drafted into military service 1940 - 1943 Unit Attached to in Army, Navy, Air Force 1944 - 1946 Prisoner of War (Where held) 1945 - 1947 Employed by US Forces in Vicenza (Continue employment in order of various jobs held and time periods)
LIST OF PREVIOUS AWARDS: (List cash & honorary awards received - may be put on a separate page if lengthy)

## DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE

Eligibility: All LN employees (AF and NAF) in Italy.

Period Covered: No minimum length specified, but nominees must have established a demonstrable pattern of excellence and achievement which normally have been recognized by previous honorary awards up to and including the Meritorious Civilian Service Award.

Content of Award: A medal, a lapel pin, and a DA Form 7014. When granted for bravery, a minimum cash award of \$1,000 accompanies the medal.

### Documentation Required:

- Completed DA Form 1256.
- Biographical sketch.
- Written justification.
- Proposed citation.
- Previous awards history
- Endorsement by MACOM Commander (NOTE: Endorsement is prepared at HQ, USAREUR)

The written justification should describe contributions against the following example levels of achievement:

- Accomplished assigned duties of major program significance to DA in such a way as to have been clearly exceptional or preeminent among all persons who have performed similar duties.
- Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievements that affected large-scale savings or were of major significance in advancing the missions of DA, Department of Defense (DOD), and the Federal Government.
- Provided outstanding leadership to the administration of major Army programs resulting in highly successful mission accomplishment or in the major redirection of objectives or accomplishments to meet unique or emergency situations.

Approval Level: Through MACOM Commander to DA for approval by Secretary of the Army.

Submission date: To CPAC within 6 months following the act or period to be recognized. The CPAC will review the packet for completeness and forward it to HQ USAREUR, ATTN: AEAGA-CM, for command level review and CG USAREUR concurrence.

Note: Nominations for this award must be endorsed by the appropriate MACOM commander and the nomination be submitted for Embassy coordination and approval obtained **before** a nomination pertaining to an LN employee is submitted to DA level for approval.

Embassy concurrence requests will be initiated by USAREUR Civilian Personnel Directorate once CGUSAREUR concurrence is obtained.

## **MERITORIOUS CIVILIAN SERVICE AWARD**

Eligibility: All LN employees (AF and NAF) in Italy.

Period Covered: No minimum length specified, but nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower level awards.

Content of Award: A medal, a lapel pin, and a DA Form 7015. When granted for bravery, a minimum cash award of \$750 accompanies the medal.

Documentation Required:

- Completed DA Form 1256.
- Biographical sketch.
- Written justification.
- Proposed citation.
- Previous awards history

The written justification should describe contributions against the following example levels of achievement.

- Accomplished supervisory or non-supervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve the quantity and quality of their work.
- Demonstrated unusual skill in devising new and improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as manpower, time, space and materials, or improved health and safety of the workforce.
- Achieved outstanding results in improving the morale and performance of the employees.
- Exhibited unusual courage or competence in an emergency while performing assigned duties, resulting in direct benefit to the Government or its personnel.
- Rendered professional or public relations service of a unique or distinctive character.

Approval Level: CG USAREUR.

Submission date: To CPAC within 6 months following the act or period to be recognized. The CPAC will review the packet for completeness and forward it to HQ USAREUR, ATTN: AEAGA-CM, for command level review and CG USAREUR concurrence.

Note: Embassy coordination must be accomplished and approval obtained **before** an LN employee receives this award. Embassy concurrence request will be initiated by the USAREUR Civilian Personnel Directorate once CG USAREUR approval is obtained.

## **SUPERIOR CIVILIAN SERVICE AWARD**

Eligibility: All LN employees (AF and NAF) in Italy.

Period Covered: No minimum length specified, but nominees must have established a pattern of excellence, normally demonstrated by the receipt of previous cash or honorary awards.

Content of Award: A medal, a lapel pin, and a DA Form 5655. When granted for bravery a minimum cash award of \$500 accompanies the medal.

Documentation Required:

- Completed DA Form 1256.
- Written justification.
- Proposed citation.
- Previous awards history

The written justification should describe contributions to a somewhat lesser degree than the example levels of achievement shown above:

- Accomplished supervisory or non-supervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve the quantity and quality of their work.
- Demonstrated unusual skill in devising new and improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as manpower, time, space and materials, or improved health and safety of the workforce.
- Achieved outstanding results in improving the morale and performance of the employees.
- Exhibited unusual courage or competence in an emergency while performing assigned duties, resulting in direct benefit to the Government or its personnel.
- Rendered professional or public relations service of a unique or distinctive character.

Approval Level: Commanders, MG and above and civilian equivalent.

Submission date: To CPAC within 6 months following the act or period to be recognized.

Note: Embassy coordination must be accomplished and approval obtained **before** an LN employee receives this award. The Civilian Personnel Advisory Center servicing the approving commander's organization is responsible for initiating a request for embassy and host nation country approval.

## COMMANDERS AWARD FOR CIVILIAN SERVICE

Eligibility: All LN employees (AF and NAF) in Italy.

Period Covered: No minimum length specified.

Content of Award: A medal, a lapel pin, and a DA Form 4689.

Documentation Required:

- Completed DA Form 1256.
- Written justification.
- Proposed citation.
- Previous awards history

The written justification should describe contributions against the following example levels of achievement:

- Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example of achievement for others to follow.
- Demonstrated initiative and skill in devising new and improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable savings in manpower, time, space and materials, or other items of expense or items that improved the health and safety of the workforce.
- Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.
- Demonstrated courage or competence in an emergency while performing assigned duties resulting in direct benefit to the Government or its personnel.
- Rendered professional or public relations service that resulted in considerable favorable publicity in the local area.

Approval Level: Commanders, 06 and above and civilian equivalent.

Submission date: To CPAC within 6 months following the act or period to be recognized.

Note: Embassy coordination must be accomplished and approval obtained **before** an LN employee receives this award. The Civilian Personnel Advisory Center servicing the approving commander's organization is responsible for initiating a request for embassy and host nation country approval.

## ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE

Eligibility: All LN employees (AF and NAF) in Italy.

Period Covered: No minimum length specified.

Content of Award: A medal, a lapel pin, and a DA Form 5654.

Documentation Required:

- Completed DA Form 1256.
- Written justification.
- Proposed citation.
- Previous awards history

The written justification, should describe contributions which are of a lesser degree than the following example levels of achievement:

- Accomplished supervisory or non supervisory duties in an outstanding manner, setting an example of achievement for others to follow.

- Demonstrated initiative and skill in devising new and improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable savings in manpower, time, space and materials, or other items of expense or items that improved the health and safety of the workforce.

- Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.

- Demonstrated courage or competence in an emergency while performing assigned duties resulting in direct benefit to the Government or its personnel.

- Rendered professional or public relations service that resulted in considerable favorable publicity in the local area.

Approval Level: Commanders, O5 and above and civilian equivalent.

Submission date: To CPAC within 6 months following the act or period to be recognized.

Note: Embassy coordination must be accomplished and approval obtained **before** an LN employee receives this award. The Civilian Personnel Advisory Center servicing the approving commander's organization is responsible for initiating a request for embassy and host nation country approval.

## **CIVILIAN AWARD FOR HUMANITARIAN SERVICE**

Eligibility: All LN employees (AF and NAF) in Italy.

Period Covered: Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements.

Content of Award: A medal, a lapel pin and a DA Form 5652.

Documentation Required:

- Completed Da Form 1256
- Written justification.
- Proposed citation.
- Previous awards history

The written justification should distinguish the nominee by meritorious direct “hands-on” participation in an act or operation of a humanitarian nature directed toward an individual or groups of individuals. Documentation must also provide evidence, which substantiate on site participation in a humanitarian act or operation.

Approval Level: MACOM level or higher.

Submission date: To CPAC within 6 months following the act or period to be recognized.

Note: Embassy coordination must be accomplished and approval obtained before an LN employee receives this award. The Civilian Personnel Advisory Center servicing the approving commander’s organization is responsible for initiating a request for embassy and host nation country approval.

## **CERTIFICATE OF ACHIEVEMENT**

Eligibility: All LN employees (AF and NAF) in Italy.

Period Covered: No minimum length specified,

Content of Award: A DA Form 2442.

Documentation Required:

- Completed DA Form 1256
- Written justification.
- Proposed citation.
- Previous awards history

The written justification should measure contributions against the following example levels of achievement:



- Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in either devising or improving work methods and procedures or both, causing a saving of manpower, time space or materials.

- Significantly improved employee morale and job performance.

- Demonstrated personal diligence or initiative which was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

Approval Level: Local commanders or other authorized individuals.

Submission date: To CPAC within 6 months following the act or period to be recognized.

## **CERTIFICATE OF APPRECIATION**

DA Form 7013 is used to recognize accomplishments of employees when a monetary or higher level honorary award is not appropriate. It may be granted by local commanders or other locally authorized officials. The certificate may be overprinted for particular groups or events at the discretion of the commander.

## **HONORARY AWARDS FOR NON-EMPLOYEES (PUBLIC SERVICE AWARDS)**

Non-Federal employees (i.e., employees of contractors and host nation public officials) are eligible for a variety of Public Service awards. The specific eligibility criteria are contained in Chapter 9, AR 672-20, and information on them can be obtained from the servicing CPAC. Some of these awards are:

- Decoration for Distinguished Civilian Service
- Outstanding Civilian Service Award
- Commander's Award for Public Service
- Certificate of Appreciation for Patriotic Civilian Service
- Civilian Award for Humanitarian Service
- Certificate of Appreciation

## APPENDIX A

### LOCAL NATIONAL PERFORMANCE AWARD AMOUNTS

Awards may be granted for amounts within the ranges specified below. In any fiscal year, the total monetary amount for performance awards granted to an employee may not exceed the equivalent of 3% of the combined annual base pay, cost-of-living allowance (contingenza) and third element for the grade level held, unless the local commander establishes a higher limit for that year. More than one performance award can be given in any one fiscal year but must be for a minimum of six months and not exceed the 3%.

Example:

$(\text{Base Pay} + \text{Contingenza} + \text{Third Element}) \times 14 \text{ mos} \times 3\% = \text{Maximum Award}$

$\text{U-X (Euro } 900.000 + 1,000.000 + 600.000) \times 14 \times 3\% = \text{Euro } 1,500.000$

FY 2007 Limits

Grade	3% €	50% OF MAX €
QX	1381.18	690.59
Q1	1268.71	634.36
Q2	1156.23	578.12
U-1S	1011.25	505.63
U-1	904.09	452.05
U-2	851.44	425.72
U-3	803.24	401.62
U-4	760.79	380.40
U-5	724.00	362.00
U-6	693.17	346.59
U-07	667.68	333.84
U-8	647.33	323.67
U-9	616.82	308.41

UC-05	703.88	351.94
UC-6	676.27	338.14
UC-7	648.69	324.35
UC-8	607.43	303.72
UC-9	572.83	286.42
UC-10	518.32	259.16

## **APPENDIX B – SAMPLE JUSTIFICATION FOR SPECIAL ACT OR SERVICE AWARD**

### **EMPLOYEE'S NAME**

(NAME) is a Supply Technician, U-5, in the XYZ Branch, ZYX Division, Assistant Chief of Staff, Logistics. In (his/her) position, (he/she) receives requests for supplies and materials and processes them through the automated supply system in accordance with all governing regulations. (He/She) also provides information on the proper procedures for requisitioning, on the status of supply actions and on necessary lead time to managers. (He/She) provides advice and assistance to subordinate supply clerks on day-to-day functions. A copy of (his/her) position description, number 1111, is attached.

During the period (date0 to (date), (NAME) was tasked, as part of a special project team, to assist in the development of a USASETAF supply communications network to facilitate processing of requisitions from remote sites. (He/She) contributed to the success of the team, providing input from the user point of view that resulted in simplification of some aspects of the input documentation and clarification of the description of the system and the instructions to the user.

For (his/her) two weeks service on this special project, it is recommended that (name) be granted a Special Act or Service Award in the amount of 200.000 Euro.

### **PROPOSED CITATION**

(NAME), Supply Technician, U-5, in the XYZ Branch, ZYX Division, Assistant Chief of Staff, Logistics, is recognized for (his/her) contributions during the period (date to (date) as a member of the special project team tasked to develop a USASETAF & 5<sup>th</sup> SUPCOM supply communications network. (His/Her) contributions resulted in simplification of input documentation and clarification of the system description and the instructions to users. (NAME) has benefited the command by (his/her) work on this special project and has brought credit upon (himself/herself) while doing so.

## **APPENDIX C – SAMPLE JUSTIFICATION FOR SUSTAINED SUPERIOR PERFORMANCE AWARD**

### **EMPLOYEE’S NAME**

(NAME) is a Supply Technician, U-5, in the XYZ Branch, ZYX Division, Assistant Chief of Staff, Logistics, Headquarters, United States Army, Southern European Task Force and 5<sup>th</sup> Support Command. In this position, (NAME) must process approximately XXX supply requests per month, and is expected to be timely and correct on not less than XX% of these requests in order to be rated satisfactory. (He/She) must also provide advise and assistance to two lower grade Supply Clerks on day-to-day functions. During the period from (date) to (date) (must be at least six months), (He/She) exceeded expectations by processing XX+% of supply actions correctly and in a timely fashion, ths contributing directly to an improved command posture. His/Her advice and assistance to the Supply Clerks in the branch resulted in improved performance on their part and increased level of performance of the branch. This performance is recognized in his/her annual performance appraisal, attached, which reflects a rating of Highly Successful.

Recommend (NAME) be granted an award of €619,00

### **PROPOSED CITATION**

(NAME), Supply Technician, U-5, XYZ Branch, ZYX Division, Assistant Chief of Staff, Logistics, is recognized for (his/her) superior performance of duties during the period of (date) to (date). (He/She) exceeded expectation in the number and quality of requisitions processed, thus directly contributing to an improved command readiness posture. (He/She) also increased the overall efficiency fo the branch by providing advice and assistance to others which resulted in their improved performance. (NAME) performance reflects credit upon (himself/herself), (Organization) and this command.

## APPENDIX D

### SAMPLE OF STANDARD CITATION FOR RETIREMENT CERTIFICATES

# EMPLOYEE'S NAME

FOR No.of years YEARS OF DEDICATED SERVICE AT THE organization name, VICENZA/LIVORNO, ITALY. HIS/HERER MANY CONTRIBUTIONS TOWARD IMPROVING THE QUALITY OF LIFE FOR THE SOLDIERS, CIVILIAN EMPLOYEES, AND THEIR FAMILY MEMBERS HAVE GREATLY ENHANCED THE CAPABILITY OF HEADQUARTERS, UNITED STATES ARMY SOUTHERN EUROPEAN TASK FORCE (AIRBORNE), TO ACCOMPLISH ITS MISSION IN A TIMELY AND EFFECTIVE MANNER. MR/MS. Employee name 'S PERFORMANCE REFLECTS GREAT CREDIT UPON HIS/HER, HIS/HER UNIT, AND THE UNITED STATES ARMY.

Date of retirement

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MAJOR GENERAL, USA  
COMMANDING

NOTE: The certificate should be typed in capital letters in Times New Roman font with the name in 20 pitch and the rest of the certificate in 10 pitch. The citation itself should be justified to the left. It should also include the date of retirement on the left-hand side of the certificate and have the CG's signature block on the right-hand side lined up with the seal of the certificate.

## APPENDIX E

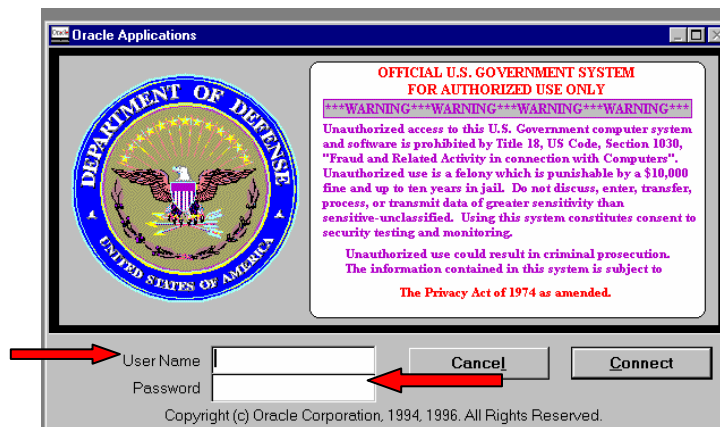
### LN Awards– Interim Job Aid for Manager's

**Introduction** The Modern DCPDS (MDCPDS) system requires a Request for Personnel Action (RPA) to process LN Awards. All managers are required to create and submit a RPA to CHRA in order to process LN awards.

**Important** The required use and completion of DA Form 1256 is no longer mandatory. Managers may complete DA Form 1256 and keep them on file if necessary.

**Basic Steps** Follow these steps to create a RPA for LN Awards. You can switch from field to field using either the <Tab> key on your keyboard or simply mouse click in the field.

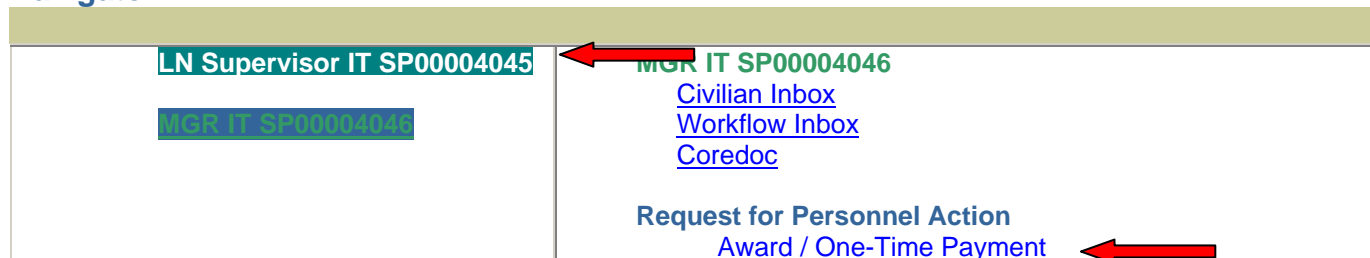
**Step 1** [Log on to MDCPDS](#) with your /MGR( or /MGA) login, e.g. Imasample/MGR



**Step 2** Once the Responsibilities selection window appears [select LN Supervisor](#)

**Step 3** From the **Navigator**, expanded <-RPA – Italy>, [select <LN Award/One-Time Payment>](#), then open by either double click or click on Open icon

#### Navigator



## Step 4

The RPA is opening:

- **Complete Part A, item 3 through 6, (RPA Tab 1):**

- Simply mouse **click in** the **item field** and **type appropriate individuals last name in mixed cases and hit <Tab>**

Note: If you are not the requesting or approving official item 5 and 6 will be grayed out. Continue to complete Part B as described below.

- Upon completion first save and hold the RPA in your personal inbox to generate the RPA number as well as to ensure you can track the RPA later; then route the RPA to the person, e.g. requesting and/or approving official.

- **Complete Part B, (RPA Tab 1):**

- **Item 1: Type employee's last name in mixed cases and hit <Tab>**
- **Item 5-A: Type 840A – Individual Cash Award will appear**

- **Go to Tab 4- Remarks and Address** -either click once <prev> page icon or three time <next> page icon

- Please **see step 5** to continue

The screenshot displays the 'Request for Personnel Action' form, titled 'Request for Personnel Action (Award/One-Time Payment (Local Nationals), Routing Group:EUR\_REGION)'. The form is divided into two main sections: Part A - Requesting Office and Part B - For Preparation of SF 50.

**Part A - Requesting Office**

- 1 Actions Requested: Award/One-Time Payment (Local Nationals)
- 2 Request Number: [Empty field]
- 3 For Additional Information Call (Full Name): [Empty field] (Red arrow points here)
- Telephone Number: [Empty field]
- 4 Prop. Eff. Date: ASAP
- 5 Action Requested By (Full Name): [Empty field] (Red arrow points here)
- Title: [Empty field]
- Request Date: [Empty field]
- 6 Action Authorized By (Full Name): [Empty field] (Red arrow points here)
- Title: [Empty field]
- Concurrence Date: [Empty field]

**Part B - For Preparation of SF 50**

- 1 Last Name: [Empty field] (Red arrow points here)
- First Name: [Empty field]
- Middle Name: [Empty field]
- 2 Social Security Number: [Empty field]
- 3 Date of Birth: [Empty field]
- 4 Effective Date: [Empty field]

**FIRST ACTION**

- 5-A Code: [Empty field] (Red arrow points here)
- 5-B Nature of Action: [Empty field]
- 5-C Code: [Empty field]
- 5-D Legal Authority: [Empty field]
- 5-E Code: [Empty field]
- 5-F Legal Authority: [Empty field]

**SECOND ACTION**

- 6-A Code: [Empty field]
- 6-B Nature of Action: [Empty field]
- 6-C Code: [Empty field]
- 6-D Legal Authority: [Empty field]
- 6-E Code: [Empty field]
- 6-F Legal Authority: [Empty field]

At the bottom of the form, there are tabs for History, Extra Information, Person, Position, and Others... The form is on Page 1 of 4.



## Step 5

- **Complete Part D**, (RPA page 4):
  - **Click in** the white **remarks field** and **enter**
    - **Type of Award:** e.g. On the Spot Cash Award
    - **\$ & Euro Amounts:** e.g. \$100.00/ Euro 87.85
    - **Type in justification or cut & paste justification into Remarks**
  - **Save and route RPA to your Personal Inbox**, if you are the initiator of the RPA and the RPA number has not been generated by the system yet. This is important to ensure you can track the RPA later. **Open Gatekeeper** and complete **Manager** portion of checklist for the appropriate RPA. **All fields with \* must be completed.**

To save and route the RPA to a person or groupbox (e.g RMO groupbox) **see step 6.**

## Step 6

If you saved and routed the RPA to your personal inbox you first need to open the RPA before you can route it to a person or group inbox. Simply open your civilian inbox, select the RPA and hit the respond key.

- While your **RPA is displayed**, **click** on the **<save>** icon (yellow disk) in main tool bar, a decision window will open with the prompt 'Do you wish to route the Request for Personnel Action now?', **click** on **<Yes>**
- The Routing window will open and the 'Save and Hold in Personal Inbox' is auto-selected. **You need to**
  - **select <Select Person>** to route the RPA to an individual
  - **The RPA** must be forwarded to the **Manager** for approval before routing to RMO.
  - **select <Select Groupbox>** to route the RPA to the RMO
  - once the <routing selections> window appears, **select** the **person or groupbox** you like to route the RPA to and **click <OK>** (twice/different windows) to route the RPA

The image shows a 'Routing' dialog box with a title bar and a close button. The main area is titled 'RoutingTo' and contains several radio button options: 'Select Routing List', 'Select Person', 'Select Groupbox' (which is selected), 'Save and Hold in Personal Inbox', and 'Update HR'. Below these is a checkbox for 'Print Notification' and a text field for 'Printer'. At the bottom are checkboxes for 'Interim Approval' and 'Approval', and 'Cancel' and 'OK' buttons. Two red arrows point to the 'Select Groupbox' option: one from a box labeled 'Route to Individual' on the left, and another from a box labeled 'Route to RMO' on the right.

Routing

RoutingTo

☐ Select Routing List

☐ Select Person

☒ Select Groupbox

☐ Save and Hold in Personal Inbox

☐ Update HR

☐ Print Notification

Printer

☐ Interim Approval

☐ Approval

Cancel OK

Route to Individual

Route to RMO

•THAT'S IT!!! LAST BUT NOT LEAST DO NOT FORGET TO **PRESS <CTRL F11> WHEN YOU RETURN TO YOUR INBOX.**

## **APPENDIX F**

### **AUTONOA FOR LN AWARDS (JANUARY 2006)**

The CPOC has implemented a program called 'AUTONOA' which processes awards for LN employees (Italy, Belgium and Germany only) without human intervention. Since this program extracts needed information from the Gatekeeper Checklist is it imperative that the checklist is completed properly. Managers must specify information on the gatekeeper and on the RPA as indicated below:

#### **ALL COUNTRIES:**

##### **RPA DATA:**

-Enter NOA: 840A on page 1 of RPA, block 5A.

#### **ITALY ONLY:**

**AWARD JUSTIFICATION:** Enter award justification into the RPA, on PAGE 4 (REMARKS AND ADDRESSES), PART D (Remarks by Requesting Office). Do NOT attach the justification to the RPA. AUTONOA cannot extract data from attachments.

#### **ALL COUNTRIES:**

##### **GATEKEEPER CHECKLIST:**

- Select your country
- Question: Is this a monetary Award – pick 'Yes'
- Select Type of Monetary Award
- Enter the Dollar (\$) amount award
- Question: Is official conversion rate different? – pick 'No' if your organization uses the official conversion rate. Pick 'Yes' if your organization uses a local conversion rate and enter conversion rate.

#### **ITALY ONLY:**

**-ROUTE RPA** to the Resource Management Office (RMO) inbox.

#### **ITALY RMO INSTRUCTIONS:**

**-UPDATE the RMO GATEKEEPER CHECKLIST**

**-ROUTE RPA to GROUP INBOX:** XYZ-0JN\_AWARD/COPD

**DISPLAY NAME:** LN ITALY AWARDS ENTRY INBOX